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| **AJIT** |

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| **IT Hardware and Networking**  **Gurgaon, HR, India**  | [**ajit.375685@2freemai.com**](mailto:ajit.375685@2freemai.com) |
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| * **Quickly catching the computers problems and Troubleshoot it** * **Quick learn any new things in computer** * **I'm punctual and hard worker** |

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| Work experience |

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| **2017/01 – 2017/09** |  | **Computer Operator** |
|  |  | **Orient Craft Limited** |
|  |  | * **Gate Inward entry on ERP software** * **Troubleshooting Computer Hardware and Networking Problems** |
| **2015/05 – 2016/02** |  | **AUTOCAD Draftsman** |
|  |  | **Dedhua Engg Pvt Ltd** |
|  |  | * **Create 2D Drawing for Indian Railway Track on AUTOCAD 2014** * **Preparation of all survey data in Excel Sheet** |

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| Qualification |

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| **2009 – 2013** |  | **Bachelor of Commerce (B.Com Honors)** |
|  |  | **Veer Kuwar Singh University** |
|  |  | **Accounts Honors** |
|  |  |  |
| **2006 – 2008** |  | **10+2(Intermediate)** |
|  |  | **Maharshi Vishvamitr College** |
|  |  | **Intermediate Science** |
|  |  |  |
| **2005 – 2006** |  | **10th (Matriculation)** |
|  |  | **Multi-Purpose High School** |

Education

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| **2013 – 2015** |  | **IT Hardware and Networking Diploma** |
|  |  | **JETKING Hardware and Networking Institute** |
|  |  | * **Computer Hardware and OS** |
|  |  | * **Computer Networking** |
|  |  | * **CCNA- RIPv1v2, OSPF, EIGRP** |
|  |  | * **Windows server 2008** |
|  |  | * **Ethical Hacking Basic** |
|  |  |  |
| **2008 – 2009** |  | **Accounting** |
|  |  | **Aptech Institute** |
|  |  | * **Accounting- tally 7.2, tally 9.0 ERP** |
|  |  | * **MS Office** |

Skills

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| **IT Skills** |  | |
|  |  | * **Configuration CCNA RIPv1v2, OSPF, EIGRP** |
|  |  | * **LAN configuration both wired and wireless** |
|  |  | * **Configuration Windows server Roles and Features** |
|  |  | * **Create Domain or Domain Client** |
|  |  | * **Installation Windows xp, vista, 7, 8, 10, 98, server 2008** |
|  |  | * **Troubleshooting Computer Hardware and software Problems** |
|  |  | * **Installation and Troubleshooting Printing problems** |
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| **Technical Skills** |  |  |
|  |  | * **Extremely Knowledge of MS Office focus on Excel** |
|  |  | * **Configuration and Troubleshooting MS Outlook** |
|  |  | * **Data Entry- typing speed 45wpm** |
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| **AUTOCAD 2014** |  |  |
|  |  | * **Creating 2D and 3D drawing** |

Personal Information

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| **Marital Status- Married** |
| **Sex- Male** |
| **Nationality- Indian** |
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Declaration

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| **I hereby declare that all the information given above is true to the best of my knowledge and belief.** |